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**Property Manager**

**Maloney Properties – Voted “Best Place to Work” by its employees for 10 years!**

**About Us**

Established in 1981, Maloney Properties LLC is a successful real estate firm. Our services include property management, real estate development, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 11,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. Maloney Properties has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, the company has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

**Your Responsibilities**

St. Helena’s House, located in Boston, MA is seeking a dynamic Property Manager to oversee 84 units of senior housing. The work hours are 9:00am-5:00pm, Monday to Friday with some occasional weekends as needed. You will be responsible for leasing, waitlist management, legal management, budgeting, replacement reserves, annual recertifications, rent collections, inspections, compliance, processing invoices, resident relations, vendor management, and staff supervision.

**Your Qualifications**

Previous property management experience is required. Experience with the Project Based Section 8 program is preferred. COS and/or CPO certification is a plus. Must have a valid driver’s license and access to a vehicle. MS Office experience is required. Knowledge of Yardi is a plus. Bilingual in Mandarin/English and/or Cantonese/English is plus.

**Compensation & Benefits:**

Maloney Properties offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

* Training programs and opportunities that lead to employee advancement and promotions.
* A flexible work schedule and the ability in many cases to work remotely.
* A generous Employee Referral Program with a bonus of up to $1,000 per hire.
* Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

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